



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

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July 28, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENT NUMBER 6 TO AGREEMENT NUMBER H-704550 WITH PUBLIC
HEALTH FOUNDATION ENTERPRISES, INC., FOR PUBLIC HEALTH EMERGENCY
PREPAREDNESS AND RESPONSE TO BIOTERRORISM
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT:

Request approval to execute Amendment Number 6 to Agreement Number H-702550 with Public Health Foundation, Inc., to extend the term of the agreement and to increase the maximum obligation by \$2,841,162, to prepare for public health emergencies and respond to acts of bioterrorism.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize and instruct the Director of the Department of Public Health (DPH), or his designee, to execute Amendment Number 6 (Exhibit I) to Agreement Number H-702550 with Public Health Foundation Enterprises, Inc. (PHFE) to extend the term of the agreement, effective August 10, 2009 through August 9, 2010 and to increase the total maximum obligation by \$2,841,162 from \$22,438,523 to \$25,279,685; 100 percent funded by Centers for Disease Control and Prevention (CDC) and Department of Homeland Security – Urban Area Security Initiative (UASI) grant funds; with provisions for an automatic renewal through August 9, 2011; contingent upon availability of CDC and UASI grant funding for the renewal term, at a maximum obligation to be determined by the Director of DPH, 100 percent funded by these grant funds; subject to review and approval by County Counsel and the Chief Executive Office (CEO) and notification to your Board.
2. Delegate authority to the Director of DPH, or his authorized designee, to execute future amendments to Agreement Number H-702550 with PHFE to allow for the use of rollover funds and/or increase or decrease the proposed/pending annual maximum obligation by an amount that does not exceed 25 percent of the maximum obligation for each applicable year covering the period August 10, 2009, through August 9, 2010 at an amount limited to \$2,841,162 and August 10, 2010 through August 9, 2011 at a total amount yet to be determined; 100 percent



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SACHI A. HAMAI
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funded by CDC and UASI grant funding; subject to review and approval by County Counsel and the CEO and notification to your Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this proposed Board action will support DPH's efforts to recruit, train and retain qualified staff and subcontractors that perform specialized and vital work needed to prepare for and respond to public health emergencies. Services to be performed include: community and schools liaison activities; planning for special needs populations; specialized laboratory and epidemiology work; and the development of emergency plans including Environmental Health Emergency Operations Plan, DPH's Resources Management Plan, and the Community Health Services Comprehensive Response Plan. Services also include development and execution of an Operational Area Radiation Improvised Nuclear Device Exercise Series for Los Angeles County's Disaster Management Areas, as well as, the development of a new initiative aimed at improving community disaster preparedness.

Under this proposed Board action, DPH will continue to provide project management, business analysis, development, and quality assurance services in support of various preparedness and response information technology projects and activities including the Health Alert Network, Public Health Directory and Staff Registry System. Services range from management of projects from concept to delivery, analysis of business requirements and process mapping, software architecture and design support, and software testing services.

This proposed Board action will also support ongoing efforts to increase cities capacity to deliver medicines and medical supplies during a large-scale public health emergency. This proposed Board action will also support the ongoing development of policies and procedures that address emergency preparedness and readiness activities and improve the functionality and operational capability of DPH's Mass Prophylaxis Plan, Strategic National Stockpile (SNS) Plan, and Cities Readiness Initiative.

Finally, this proposed Board action will support PHFE's recruitment and retention of a Senior Disaster Services Analyst who will serve as the DPH representative to the Los Angeles – Long Beach Urban Area Critical Incident Planning and Training Alliance (LA-LB Alliance), an interdisciplinary, interagency collaborative responsible for catastrophic event planning, will add Billing and Payment and Budget Modification provisions to the Agreement, and will amend the Agreement's Cost Report provision.

Should the recommended actions not be approved by your Board, DPH will not be able to comply with CDC's requirements to be capable of providing vital services to prepare for and respond to acts of bioterrorism or other public health emergencies. CDC's guidance for the Public Health Emergency Preparedness (PHEP) 09-10 Cooperative Agreement stipulates that failure to meet identified benchmarks may result in withholding of up to 10% of the PHEP.

Cooperative Agreement for the 2009-10 grant year benchmarks include: testing the notification system; demonstrating capability to receive, store, distribute and dispense Strategic National Stockpile materials; conducting minimum number of drills/exercises, and developing/refining pandemic influenza plans.

Existing County policy and procedures require the timely submission of contracts for Board approval. This Board action was not scheduled for placement on the Board's agenda three weeks prior to its effective date as required due to year-end expiring contract priorities.

The Honorable Board of Supervisors
July 28, 2009
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Implementation of Strategic Plan Goals

These actions support Goal 4, Health and Mental Health and Goal 5, Public Safety of the County Strategic Plan by implementing steps to increase planning capabilities for prevention and response to acts of bioterrorism, thus increasing the safety and security of residents in Los Angeles County.

FISCAL IMPACT/FINANCING

DPH will extend Agreement Number H-702550 with PHFE and increase the total maximum obligation of the agreement by \$2,841,162 (from \$22,841,162 to \$25,279,685) for the period August 10, 2009, through August 9, 2010, 100 percent funded by CDC and UASI grant funding.

The Amendment provides for an automatic 12-month renewal through August 9, 2011, and the delegated authority allows for the use of rollover funds and/or increase or decrease the proposed/pending annual maximum obligations in an amount that does not exceed 25 percent of the maximum obligation for the period August 10, 2009, through August 9, 2010 (\$2,841,162) and 25 percent of the yet to be determined amount for the term August 10, 2010, through August 9, 2011, contingent upon the availability and 100 percent funded by CDC and UASI grant funds.

Funding for these recommended actions is included in DPH's Fiscal Year (FY) 2009-10 Adopted Budget and will be included in future FY's, as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Exhibit I has been approved by County Counsel as to form.

CONTRACTING PROCESS

On November 21, 2006, your Board authorized execution of Agreement Number H-702550 with PHFE and authorized the execution of any amendments to increase or decrease funding up to 25 percent of the contractual maximum obligation. Under this authority, on December 29, 2006, Agreement Number H-702550 was executed for the term of December 29, 2006, through December 31, 2007; at a maximum contractual obligation of \$7,878,715; 100 percent funded by CDC and CDPH grant funding.

On August 28, 2007, your Board was informed that DPH would be exercising delegated authority to execute Amendment Number 1 to Agreement Number H-702550 to extend the term eight months through August 30, 2008, decrease the initial award by \$44,982 (revised to \$7,833,733), and then increase the maximum obligation by \$4,304,868 (revised total of \$12,138,601); 100 percent funded by CDC grant funding.

On February 6, 2008, your Board authorized the execution of Amendment Number 2 to Agreement Number H-702550 with PHFE to increase the maximum obligation by \$2,447,486 from \$12,138,601 to \$14,586,087; 100 percent funded by CDC grant funding, with provisions for a twelve-month renewal contingent upon the availability of CDC funding for the renewal term, at a maximum obligation to be determined by the Director of DPH, and authorized the execution of amendments that increase or decrease funding of the agreement up to 25 percent of the contractual maximum obligation for the applicable contract term.

On May 13, 2008, your Board was informed that DPH would be exercising delegated authority approved on February 6, 2008, to execute Amendment Number 3 to Agreement to H-702550 with PHFE to increase the maximum obligation by \$1,570,678, from \$14,586,087 to \$16,156,765; 100 percent funded by CDC and UASI grant funding.

The Honorable Board of Supervisors
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On August 8, 2008, your Board was informed that DPH would be exercising delegated authority approved on February 6, 2008, to execute Amendment Number 4 to Agreement H-702550 for the period August 10, 2008 through August 9, 2009 to increase the maximum obligation of the agreement by \$4,129,481 from \$16,156,765 to \$20,286,246; 100 percent funded by CDC and UASI grant funding.

On January 13, 2009, your Board approved delegated authority to execute Amendment Number 5 to Agreement H-702550 for the period August 10, 2008 through August 9, 2009 to increase the maximum obligation by \$2,152,277, from \$20,286,246 to \$22,438,523; 100 percent funded by CDC and UASI grant funding.

IMPACT IN CURRENT SERVICES (OR PROJECTS)

Without approval of this Board action DPH will be unable to continue to conduct services that provide immediate response to rapidly detect, investigate, and mitigate the effects of outbreaks of illnesses that may result from acts of terrorism involving biological agents.

CONCLUSION

When approved, DPH requires three signed copies of your Board's action.

Respectfully submitted,


Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

Attachment

c: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors

EXHIBIT I

Contract No. H-702550-6

PERSONNEL AND OPERATIONAL SERVICES AGREEMENT

AMENDMENT NUMBER 6

THIS AMENDMENT is made and entered into this _____ day
of _____, 2009.

by and between

COUNTY OF LOS ANGELES (hereafter
"County"),

and

THE PUBLIC HEALTH FOUNDATION
ENTERPRISE, INC., ("PHFE") (hereafter
"Contractor").

WHEREAS, reference is made to that certain document entitled "PERSONNEL
AND OPERATIONAL SERVICES AGREEMENT", dated December 29, 2006, and
further identified as County Contract Number H-702550 between County and
Contractor; and any amendments thereto (all hereafter "Agreement"); and

WHEREAS, County has been allocated funds from the federal Centers for
Disease Control and Prevention ("CDC"), Catalog of Federal Domestic Assistance
Number 93.069 and the Department of Homeland Security – Urban Security
Area Initiative (UASI) for the Public Health Emergency Preparedness and Response for
Bioterrorism project, of which a portion of these funds has been designated for
Agreement; and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereby agree as follows:

1. The Amendment shall be effective on the date reflected on top of Page 1 of this Amendment execution by the parties.

2. Effective date of this Amendment, Attachments "A-5", "K-3", "N-3" and "O-1" (Statement of Work) and Schedules "A-5", "K-3", "N-3" and "O-1" (Contract Budget Summary) shall be added to Agreement as attached hereto and incorporated herein by reference.

3. Paragraph 3, DESCRIPTION OF SERVICES, shall be revised to read:

"3. DESCRIPTION OF SERVICES:

A. Contractor shall provide services in the form as described in the body of this Agreement and Attachments "A-5", "K-3", "N-3" and "O-1" (Statement of Work) and Schedules "A-5", "K-3", "N-3" and "O-1" (Contract Budget Summary).

B. Contractor acknowledges that the quality of service(s) provided under this Agreement shall be at least equivalent to that which Contractor provides to all other clients it serves."

4. Effective date of this Amendment, the current maximum contractual obligation of Twenty-Two Million, Four Hundred Thousand Thirty-Eight, Five Hundred

Twenty-Three Dollars (\$22,438,523) is increased by an additional Two Million, Eight Hundred Forty-One Thousand, One Hundred Sixty-Two Dollars (\$2,841,162) for a total maximum contractual obligation of Twenty-Five Million, Two Hundred Seventy-Nine Thousand Seventy-Nine, Six Hundred Eighty-Five Dollars (\$25,279,685). This additional funding is for the time period of August 10, 2009 through August 9, 2010; is comprised of One Million Four Hundred Eighty Thousand, Five Hundred Sixteen Dollars (\$1,480,516) of additional base funding as described in Schedule "A-5"; Nine Hundred Seventy-Six Thousand, Eight Hundred Eight Dollars (\$976,808) funding increase for CDC Cities Readiness Initiative ("CRI") 2009/10, as described in Schedule O-1; Two Hundred Eighty-Three Thousand, Eight Hundred Thirty-Eight Dollars (\$283,838), funding increase as described in CDC Base IT Projects 2009/10 Schedule K-3; and One Hundred Thousand Dollars (\$100,000) funding increase of Department of Homeland Security – UASI as described in Schedule N-3.

5. Effective upon the effective date of this Amendment, Paragraphs 8. D. and E., BILLING AND PAYMENT, will be added as follows:

"8. BILLING AND PAYMENT

D. Monthly Billing: Contractor shall bill County monthly in arrears.

All billings shall include a financial invoice and all required programmatic reports and/or data. All billings shall clearly reflect all required information as specified on forms provided by County regarding services for which claims are to be made. Billings shall be submitted to County within thirty (30)

calendar days after the close of each calendar month. Within a reasonable period of time following receipt of a complete and correct monthly billing, County shall make payment.

E. Contractor Expenditures Reduction Flexibility: In order for the County to maintain flexibility with regard to its budget and expenditures, Contractor agrees that Director may cancel this Agreement, without cause, upon the giving of ten (10) days written notice to Contractor, or, notwithstanding Paragraph 21, Alteration of Terms, of this Agreement, Director, may, consistent with federal, State and/or County budget reductions, renegotiate the scope, maximum obligation and budget of this Agreement via an administrative amendment executed by Director and Contractor."

6. Effective upon the effective date of this Amendment, Paragraphs 38.,

BUDGET MODIFICATIONS, will be added to the Additional Provisions, as follows:

"38. BUDGET MODIFICATIONS: Contractor may modify the project budget, only with prior written approval of the Director. Retroactive modifications are not allowed and no modification shall increase the maximum amount payable. During the first eleven (11) months of any twelve (12) month contract term, Contractor may submit budget modification request moving funds within and between any budget line items. These requests will be reviewed and considered for approval if programmatically sound and fiscally appropriate.

During the final month of the contract term, budget modification requests will not be considered by Director."

7. Effective upon the effective date of this Amendment, Paragraph 39, COST REPORT, shall be revised to read as follows:

"38. COST REPORT:

A. For each year, or portion thereof, that this Agreement is in effect, Contractor shall provide to County's DPH, Emergency Preparedness Response Program (DPH-EPRP) an annual cost report within thirty (30) calendar days following the close of the contract period. Such cost report shall be prepared in accordance with generally accepted accounting principles, cost report forms, and instructions provided by County.

B. If this Agreement is terminated prior to the close of the contract period, the annual cost report shall be for that Agreement period which ends on the termination date. The report shall be submitted within thirty (30) calendar days after such termination date to County's DPH-EPRP.

C. The primary objective of the annual cost report shall be to provide County with actual expenditure data for the contract period that shall serve as the basis for determining final amounts due to/from Contractor.

D. If the Annual Cost Report is not delivered by Contractor to County within the specified time, Director may withhold all payments to Contractor under all service agreements between County and Contractor until

such report is delivered to County and/or may make a final determination of amounts due to/from Contractor on the basis of the last monthly billing received.”

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

In WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health and

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Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

THE PUBLIC HEALTH FOUNDATION
ENTERPRISE, INC., ("PHFE")
Contractor

By _____
Signature

Print Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
ROBERT E. KALUNIAN
Acting County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Gary T. Izumi, Chief
Contracts and Grants Division

Rdt:07.09.09
#Am.01131

PUBLIC HEALTH FOUNDATION ENTERPRISES, INC.

**EXHIBIT A-6
STATEMENT OF WORK**

PERSONNEL AND OPERATIONAL SERVICES AGREEMENT

1. **SERVICES TO BE PROVIDED:** Contractor shall provide County with personnel and operational services that will provide County's Department of Public Health ("DPH") with specialized personnel staff, difficult for County to recruit and hire in a timely manner, that are trained and knowledgeable in the areas of bioterrorism preparedness and other terrorist threats. Personnel may include supervisory staff, line, and other related personnel needed to administrate specific specialized tasks required for the Bioterrorism Preparedness Program.

Contractor's assigned personnel shall be responsible for any and all duties directed by Director to perform, including but not limited to the activities and duties described in Exhibit A-6, Attachments A-5, K-3, N-3, and O-1 and further described in Schedules A-5, K-3, N-3, and O-1. Contractor and staff to be provided hereunder acknowledge they are to be used on a temporary or time-limited basis. Contractor's assigned to personnel are subject to benefits, discipline, termination, salaries, and all other personnel provision, as applicable by Contractor.

2. **COMPENSATION:** County agrees to compensate Contractor for actual reimbursable net cost in accordance with the Schedules, attached hereto and

incorporated herein by reference and Paragraph 8, BILLING AND PAYMENT of the Agreement body.

3. GENERAL CONDITIONS:

A. Contractor shall recruit and hire each personnel or staff item required by County for its bioterrorism preparedness program as listed in Exhibit A-6, Attachments A-5, K-3, N-3 and O-1 (Statement of Work) and Schedules A-5, K-3, N-3 and O-1 (Contract Budget Summary), attached hereto and incorporated herein by reference. Director may revise this Personnel/Position list to add or reduce personnel staff as determined by Director upon ten (10) days written notice to Contractor.

B. Contractor shall screen all personnel/staff (i.e., Contractor's employees) to be provided to County herein in order to determine and assure that each employee provided to County meets the qualifications and competence, required by County for handling bioterrorism and other terrorist threats.

C. Contractor shall assume sole responsibility for the timely accomplishment of all personnel services activities to be provided hereunder.

D. The duration, or length of time, of Contractor's personnel's employment will be determined by Director based upon his assessment of personnel needs of County, but such duration shall be no greater than the term of this Agreement.

E. County, at its sole discretion, may refuse utilization of specific Contractor employee(s).

F. Contractor shall immediately remove any of its employees from the provision of services hereunder upon receipt of oral or written notice from DPH. In such cases, Contractor shall bill DPH for the actual hours, or portion thereto, worked by said employees prior to his/her removal.

G. Contractor's employee(s) shall be under the direct supervision of Director, while at an assigned location and/or County facility.

H. DPH may refuse utilization of any employee that any County Department has previously requested to be removed from the provision of services.

I. Contractor's management shall be available by phone to arrange to discuss services being provided herein with County staff within a reasonable time after notification by such Program staff.

J. Upon reporting for and leaving work, Contractor's employee(s) shall sign in and out on daily time sheets as required by Program.

K. County will provide parking space(s) to Contractor's employees on an as available basis.

4. ANNUAL HEALTH SCREENING: Contractor shall ensure that if employees are required to provide services to County patient/client, each person/employee involved in such patient/client in the provision of services provided hereunder receives an annual tuberculosis screening consisting of a tuberculin skin

test (Mantoux test) and/or a chest x-ray, and a Hepatitis "B" test and/or vaccination. Written certification by a physician licensed to practice medicine in the State of California that such person is free of active tuberculosis and Hepatitis "B", has been tested, x-rayed, and/or vaccinated as required by its physically able to perform the duties described herein shall be retained by Contractor and made available to County for purposes of inspection and/or audit.

Assign#01101.rdt
06.24.09

Public Health Foundation Enterprises, Inc.
LAC CDC Public Health Preparedness and Response for Bioterrorism Grant
Base Grant
August 10, 2009 – August 09, 2010
Scope of Work

Objective	Activities	Timeline
<p>To provide operational activities and qualified personnel to perform vital work for bioterrorism preparedness and other public health threats in Los Angeles County.</p>	<p>Hire and conduct HR activities for the following staff:</p> <ol style="list-style-type: none"> 1. Emergency Preparedness Liaison (Business/Community) to work closely with the Health Officer and Public Health senior managers to develop and implement programs to increase collaboration with the business community, community based organizations and other important stakeholders regarding preparation for and response to public health emergencies. 2. Emergency Preparedness Liaison (Schools/Govt) to work closely with the Health Officer and Public Health senior managers to develop and implement programs to increase collaboration with school districts, parent-teacher associations, community colleges, universities, cities, and governmental entities regarding preparation for and response to public health emergencies. 3. HAN Coordinator to plan, develop and implement health alert network (HAN) messaging notification in Los Angeles County for the medical and first responder community in the event of a public health emergency incident or significant threat. This position also coordinates notification systems at the local, state (CAHAN), and federal level. 4. Public Health Scientist III to perform testing by ICP-MS, GC-MS, and LC-MS-MS and conduct method development and validation for new LC-MS-MS methods. 5. Public Health Scientist III to be responsible for the operations of the CTRU laboratory that includes method development for the ICP-MS, 2 GC-MS, and LC-MS-MS instruments. 6. Public Health Scientist III to provide administrative support to the BTRU and CTRU, serve as the Bio-safety Officer for the PHL, and provide back-up leadership and support for the Level III CTRU outreach activities to community medical centers and sentinel laboratories. 7. Public Health Scientist III to serve as the lead in the development and implementation of the Level III CTRU outreach activities and the Chemical Hygiene Officer for the PHL. 8. Public Health Scientist IV to provide program support to the BTRU that includes maintenance of instrument and supply inventory records, ordering, environmental and food sample testing, molecular assay refinement and implementation such as PFGE for select agents, sequencing for strain typing, cell wall fatty acid analysis for strain typing, luminex testing, and LRN project support. 9. SNAP Coordinator to continue development of a registry system for vulnerable populations and develop and revise plans 	<p>August 10, 2009 – August 09, 2010</p>

to address the special needs of vulnerable populations during a public health emergency.

10. Special Populations Project Manager to coordinate LACDPH planning for special needs populations. The position will use state and federal tools that assist with identifying affected populations, their needs, and mechanisms to communicate and provide services in the event of a public health emergency. The position will work with the County Office of Emergency Management and other county departments on the implementation of the Specific Needs Assessment Project registry. The position will also work with a wide variety of community partners with public health expertise in vulnerable populations, preparedness and infectious diseases to help service providers get prepared, stay prepared and be ready to respond to their clients needs during times of disaster. The position will also assist community based organizations that serve vulnerable populations to become better prepared to continue delivery of services and have the skills/capacity to train their staff to provide basic response and recovery services. The position will also work to assure that essential public health information reaches vulnerable populations prior to and throughout an emergency.

11. Epidemiology Intel Analyst to develop automated early event surveillance systems to help analyze data for emerging diseases which may be collaborated with public health data or with the Terrorism Early Waning (TEW) Group based at the Joint Regional Intelligence Center. This position also assists the BT epidemiologist and epidemiology analysts in routine analysis of surveillance data for outbreaks or emerging diseases.

Execute and monitor the following subcontract agreements:

1. Execute and monitor a subcontract agreement for the EH Emergency Operations Plan. This is for the continuous development of the plan and completion of an additional annex to the plan to further EH's emergency management capabilities to address specific planning scenarios as outlined by the EH Emergency Operations Plan, Department of Homeland Security, and CDC. Specifically, funds are for completion of the Food and Water Contamination Plan.
2. Execute and monitor a subcontract agreement for the Resource Management Plan. This plan will detail processes for the ordering of resources during emergent events, capture currently available resources, integrate the logistics section of the Department into the SEMS organization and capture and develop a strategic communications plan.
3. Execute and monitor a subcontract agreement for the Radiation Improvised Nuclear Device Exercises. This is for the development and execution of an Operational Area Radiation Improvised Nuclear Device Exercise series for the Disaster Management Areas (DMA). This exercise series will include a series of workshops detailing the aftermath of an improvised nuclear device and a series of tabletops which allow communities to discuss and develop a consensus on actions they may need to take in response to this type of event. The subcontractor will work closely with the County level exercise developer to align the DMA's for an operational area functional exercise to be conducted in late 2009/early 2010 and an operational area full scale exercise in 2010.
4. Execute and monitor a subcontract agreement for Faith based Public Health Emergency Workshops and Webinar. As witnessed in the Hurricane Katrina response, faith based organizations have a key role in preparedness and response to emergencies. However, many faith based organizations have very little knowledge about public health emergencies. To increase LAC DPH capacity to communicate and coordinate with faith based organizations, the subcontractor will design, develop, and execute preparedness workshops and webinar for faith based organizations. The workshops/webinar will

	<p>include the development of a steering committee with the San Fernando Interfaith Coalition and other faith based leaders in LA County to increase capacity to provide risk communications messaging with the community during a public health emergency. The project will result in a final after action report with next steps for DPH coordination and communication with faith based organizations.</p> <p>5. Execute and monitor a subcontract agreement for SPA Based Community Emergency Preparedness Workshops. To continue community engagement work for risk communications with community based organizations (CBO) and collaboration with the SPAs, the subcontractor will partner with the American Red Cross, OEM and other CBO partners to develop a series of four mega SPA workshops to engage CBOs to enhance DPH communications channels and coordination during public health emergencies. The subcontractor will develop, plan and execute four tabletop exercises and provide an after action report.</p> <p>6. Execute and monitor a subcontract agreement Preparing Communities Project Phase I. This project will launch a new LACDPH initiative aimed at improving community preparedness. Public health outreach and health communication strategies have been used successfully for many health-related issues, including improving community disaster preparedness. Despite some progress in this area, many households in Los Angeles County remain under prepared, especially when it comes to influenza. During Phase I, PHFE will subcontract with an established social marketing firm to review the department's "Just Be Ready" campaign and product line to build upon the initial focus of disaster supplies and household plans. The selected firm will review evaluation conducted by the department on the campaign, survey results from the LA County Health Surveys, and formative research conducted on community preparedness by the UCLA Center for Public Health Preparedness. The firm will produce recommendations for a refined and expanded product line of materials to include flu prevention, treatment and homecare such as brochures, posters, wallet cards, transit ads, newspaper ads, billboards, radio and TV public service announcements.</p> <p>7. Execute and monitor a subcontract agreement for Preparing Communities Project Phase II. Under the leadership of the Community Health Services Division (CHS), emergency preparedness public health nurses, health educators, and risk communication/external relations staff will work with community-based organizations, schools, city planners, community leaders, and others to better communicate disaster preparedness messages and practices. During Phase II, the subcontractor will work with departmental nursing, health education, risk communication and external relations resources in building flu prevention, treatment and homecare into the campaign and create an accompanying train-the-trainer curriculum. Both the product line and curriculum will be extensively pre-tested for appropriate content and format with target audiences. Additionally, the final products will take into account marketing mix when designing health messages such as defining the products (concepts, information, service, or a physical product), price (non-monetary costs to the consumer), place (channel through which the product is delivered) and promotion (communication and/or persuasive activity).</p> <p>8. Execute and monitor a subcontract agreement for development of the Community Health Services (CHS) Community Response Plan. The CHS Comprehensive response plan will capture and detail the organization of the Department's field response forces including organization from the DOC level to the field response teams for the intervention branch of Public Health, development of a tactical communication plan for Community Health Services (CHS) field operations, development of checklists and action sheets and development of field response elements for CHS.</p>
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LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

CONTRACT BUDGET SUMMARY

CONTRACTOR / VENDOR NAME : Public Health Foundation Enterprises, Inc.

CONTRACT / PURCHASE ORDER NUMBER:

SCHEDULE / PROJECT NUMBER:

BUDGET PERIOD: August 10, 2009 to August 09, 2010

FUNDING SOURCE: CDC BASE 09 10

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 398,902
Employee Benefits	\$ 110,138
Travel	\$ 15,000
Equipment	\$ -
Supplies	\$ 2,500
Consultant/Contractual	\$ 845,000
Other	\$ 47,086
Indirect Costs*	\$ 61,890
TOTAL	\$ 1,480,516

*To request funds for indirect costs, agency must have one of the following:
Federal Negotiated Indirect Cost Rate Agreement (NICRA)
Auditor Certified Indirect Cost Rate

Public Health Foundation Enterprises, Inc.
LAC CDC Public Health Preparedness and Response for Bioterrorism Grant
Base IT Projects 09 10
August 10, 2009 – August 09, 2010
Scope of Work

Objective	Activities	Timeline
<p>To provide operational activities and qualified personnel to perform vital work for bioterrorism preparedness and other public health threats in Los Angeles County.</p>	<p><u>Hire and conduct HR activities for the following staff:</u></p> <ol style="list-style-type: none"> 1. Tester for IT Support to assist with software testing and production support associated with Countermeasure Response and Administration related systems including L.A. CRA, Facility Profile and the Strategic National Stockpile Inventory Management System. 2. Senior Advisor for HAN to assist with the development of standard protocols, processes and procedures related to the implementation and production deployment of the Health Alert Network System. This position will also continue to provide support for marketing and outreach efforts to critical Public Health partners. <p><u>Execute and monitor the following consultant agreements:</u></p> <ol style="list-style-type: none"> 1. Execute and monitor a consultant agreement for Systems Architect/Designer to enhance the software architecture and implement technical design specifications for enhancements/modifications to the Health Alert Network and related applications. This position will also assist in the resolution of defects and support future deployments of the HAN to test, staging, and production environments. 2. Execute and monitor a consultant agreement for Sr. Developer (Interface Design) to develop technical user interface design specifications, mock-ups and wireframes to support the implementation of individual software builds required to enhance/modify the Health Alert Network, Public Health Directory and related applications. This position will also assist in the resolution of interface defects and support the deployment of systems to test, staging, and production environments. 3. Execute and monitor a consultant agreement for Business Analyst for IT Support to develop functional and technical requirements and specifications for enhancements and modifications to the Health Alert Network, Public Health Directory, and related systems. This position will also support the quality assurance and development teams in the delivery and implementation of each system into production. 4. Execute and monitor a consultant agreement for QA Manager/SQA Resources to assist with the development of test plans, test scripts, and defect management for software releases. Specifically, these positions will support software testing, defect resolution, and user acceptance testing processes related to the Public Health Directory, Health Alert Network, and related systems. 	<p>August 10, 2009 – August 09, 2010</p>

LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

CONTRACT BUDGET SUMMARY

CONTRACTOR / VENDOR NAME : Public Health Foundation Enterprises, Inc.

CONTRACT / PURCHASE ORDER NUMBER:

SCHEDULE / PROJECT NUMBER:

BUDGET PERIOD: August 10, 2009 to August 09, 2010

FUNDING SOURCE: CDC Base 09 10

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 44,000
Employee Benefits	\$ 11,000
Travel	\$ -
Equipment	\$ -
Supplies	\$ -
Consultant/Contractual	\$ 206,500
Other	\$ 1,313
Indirect Costs*	\$ 21,025
TOTAL	\$ 283,838

*To request funds for indirect costs, agency must have one of the following:
Federal Negotiated Indirect Cost Rate Agreement (NICRA)
Auditor Certified Indirect Cost Rate

Public Health Foundation Enterprises, Inc.
UASI
August 10, 2009 – August 9, 2010
Scope of Work

Objective	Activities	Timeline
To provide qualified personnel to perform vital work for the Los Angeles – Long Beach Urban Area Critical Incident Planning and Training Alliance.	<p>Hire and conduct HR activities for the following staff:</p> <p>Senior Disaster Services Analyst (DPH)</p> <p>This position will serve as the LA County Department of Public Health representative to the Los Angeles – Long Beach Urban Area Critical Incident Planning and Training Alliance (LA-LB Alliance), an interdisciplinary, interagency collaborative responsible for catastrophic event planning. The position will perform a range of consultative and analytical activities related to chemical, biological, radiological, nuclear and explosive (CBRNE) events, addressing the public health implications of catastrophic events and developing plans to address timely and appropriate response. The position will also participate in the LA-LB Alliance with emergency medical, fire, and public safety agencies to develop policies and advance interagency plans for addressing CBRNE threats in LA County. The position will develop plans and resulting procedures to incorporate various regional, State and Federal assets and resources for collaborative mitigation of CBRNE-related disasters. The position will also assist in identifying and analyzing CBRNE issues relating to disaster and emergency systems and recommend solutions to maximize interagency effectiveness. In addition, the position will serve as a public health subject matter expert and provide consultation and, through reach back, access to other departmental expertise to address the public health implications of CBRNE events.</p>	August 10, 2009 – August 9, 2010

LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

CONTRACT BUDGET SUMMARY

CONTRACTOR / VENDOR NAME : Public Health Foundation Enterprises, Inc.

CONTRACT / PURCHASE ORDER NUMBER:

SCHEDULE / PROJECT NUMBER:

BUDGET PERIOD: August 10, 2009 - August 09, 2010

FUNDING SOURCE: Department of Homeland Security UASI Funds

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	69,421
Employee Benefits	19,785
Travel	2,924
Equipment	-
Supplies	-
Consultant/Contractual	-
Other	463
Indirect Costs*	7,407
TOTAL	100,000

*To request funds for indirect costs, agency must have one of the following:
Federal Negotiated Indirect Cost Rate Agreement (NICRA)
Auditor Certified Indirect Cost Rate

Public Health Foundation Enterprises, Inc.
Cities Readiness Initiative
August 10, 2009 – August 09, 2010
Scope of Work

Objective	Activities	Timeline
To provide operational activities and qualified personnel to perform vital work for bioterrorism preparedness and other public health threats in Los Angeles County.	<p>Hire and conduct HR activities for the following staff:</p> <ol style="list-style-type: none"> 1. CRI Coordinator to manage and coordinate the Cities Readiness Initiative to prepare Los Angeles County to effectively respond to a large scale bioterrorist event. The position oversees the development of strategic partnerships and plans to assist with the public health emergency response to minimize the loss of lives during a catastrophic public health emergency and develops and coordinates activities to secure private sector assistance related to public health emergencies. The position oversees the identification, assessment and planning of mass medication center sites for use in public health emergencies. The position also oversees development of the Mass Prophylaxis Plan and associated annexes and assists with refinement of key departmental plans including the All Hazards Plan, Volunteer Plan, Mobilization Center Plan, and Strategic National Stockpile Plan. The position also assists in the development, conduct and evaluation of POD exercises and coordinates annual CRI assessments. The position is also responsible for submission of additional applications and execution of deliverables for funding to support CRI including Homeland Security grants. 2. Disaster Researcher to oversee and conduct original research for the Cities Readiness Initiative, pandemic flu and other public health emergencies including plans resulting from mathematical modeling projects with the Univ. of Washington, Seattle and the National Healthcare Foundation that model the impact of pandemic flu in LA County, estimate likely spread and effects of control measures, and clarify hospital surge based on varying attack rates and different supply intervention options to assist the department in surge planning. The position acts as an advisor to the department, local governments and agencies in recommending and formulating emergency operations plans related to CRI, pandemic flu and other public health emergencies based on current research. The position also uses Geographic Information System technology to analyze and map situational awareness data to guide emergency response activities and minimize emergency-related morbidity and mortality. 3. Disaster Services Assistant (SNS) to assist in the coordination of the Department's exercise program and undertake planning of quality improvement activities. This includes efforts such as planning implementation during exercises and tracking corrective actions and lessons learned. The position supports the overall quality improvement process by providing consultation to other Public Health staff designated to complete deficiency lists and after-action reports as well as by keeping a reference library of said documents. In addition, this position supports other areas of exercise planning such as ensuring compliance with federal guidelines and contributing to plan rewrites as well as regional exercise planning efforts. 4. Interagency Planning Coordinator to coordinate departmental planning activities with internal and external agencies to support emergency response related to terrorism and naturally occurring public health emergencies. The position coordinates plan development with lead programs and partners, plan adoption via committee and executive-level review, and annual review and updating. The position also maintains an up-to-date inventory of department plans, establishes 	<p>August 10, 2009 – August 09, 2010</p>

Public Health Foundation Enterprises, Inc.
Cities Readiness Initiative
August 10, 2009 – August 09, 2010
Scope of Work

<p>paper and electronic libraries of current plans, and coordinates with the Operational Readiness Unit to ensure current plans are available in the Department Operations Center (DOC), Mobile Command Post, and Alternate DOCS. The position also oversees drafting and submission of the annual CDC grant workplans, and bi-annual progress reports. This position also assists the Health Alert Network Coordinator in establishing internal and external agency access to LA HAN and CAHAN.</p>	<p>5. Public-Private Partnership Manager to serve as the Public-Private Partnership Manager to improve regional homeland security and emergency response capabilities in Los Angeles County through development of public-private partnerships. Specifically, this role is to recruit local business leaders and industry heads to assist LACDPH and other County departments in planning and preparedness for bioterrorism and other large-scale emergencies. The Program Manager is responsible for leading this effort – including determining the needs of Public Health and other County departments, coordinating with the Executive Director of HSAC, recruiting businesses to participate, conducting research on “best practices” in other cities and counties, recruiting businesses to donate their company resources, organizing and facilitating workshops, planning meetings, writing reports, and planning and executing exercises.</p> <p>6. Regional Policy CRI Analyst to serve as a liaison for LAC DPH to aid LA City in increasing their capacity to deliver medicines and medical supplies during a large-scale public health emergency such as a bioterrorism attack or a nuclear accident. The position manages the linkage of LA City emergency management structure with LAC DPH preparedness and response activities.</p>	<p>Execute and monitor the following consultant agreement:</p> <ol style="list-style-type: none">1. Execute and monitor a consultant agreement for Medical Reserve Corp. Los Angeles (MRCLA) to assist the Volunteer Coordinator with the development of organizational infrastructure and support the recruitment, retention, and recognition of MRC LA volunteers.	<p>Execute and monitor the following subcontract agreements:</p> <ol style="list-style-type: none">1. Execute and monitor a subcontract agreement for Wildan to support completion of eight POD site plans for providing medication to the public in the event of a large-scale disaster or public health emergency. Wildan was previously awarded a PHFE subcontract for POD planning services based on a competitive Request for Proposal process. These funds will be used to: a) convene initial POD site planning meetings with cities and Los Angeles County Department of Public Health (LACDPH) staff, b) identify potential POD site(s) based on requirements, c) complete general site assessments, d) compile maps, floor plans, diagrams and other needed data, e) complete security assessments, f) complete traffic plans, g) complete security plans, h) assist LACDPH with development of clinical plans, i) compile site data into required format, j) enter site data into Facility Profile application, and k) complete final review with LACDPH to identify and redress deficiencies.2. Execute and monitor a subcontract agreement for MRC Beach Cities to provide LACDPH with teams of trained and experienced volunteers to assist in response to public health emergencies. The MRC Beach Cities volunteers augment
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Public Health Foundation Enterprises, Inc.
Cities Readiness Initiative
August 10, 2009 – August 09, 2010
Scope of Work

public health staffing in the event of mass dispensing/vaccination and provide community education and engagement regarding emergency preparedness. Funds will support volunteer recruitment, training, exercise and educational activities for the community.	<ol style="list-style-type: none">3. Execute and monitor a subcontract agreement for ETC to conduct four Emergency Volunteer Conferences to build local capacity to respond to public health emergencies. The four conferences will be dispersed throughout Los Angeles County; anticipated one per LA County Mega SPA. The conferences, each a 1/2 day event, provide LACDPH the ideal opportunity to train local community volunteers to assist Department of Public Health during an emergency; the expected need and role of the public health emergency volunteer; personal and community preparedness; and specific Point of Dispensing (POD) operations and roles. These conferences will result in improved cooperation and collaboration with local emergency volunteer organizations, which will ultimately improve the effectiveness, efficiency and overall success of LACDPH response efforts. Members of various community based volunteer organizations such as the Medical Reserve Corps (MRC) and Community Emergency Response Teams (CERT) are the target audiences. Recruitment for conference participation will occur in collaboration with LACDPH Community Health Services through the Emergency Preparedness Public Health Nurses (EPPHN) working closely with their community contacts, with anticipated attendance of at least 100 individuals for each of the conferences.4. Execute and monitor a subcontract agreement for Constant & Associate, Inc to support LACDPH and its partner agencies to conduct a series of 15-20 Flu POD exercises in the Fall of 2009 to meet new CRI exercising requirements. The contractor will facilitate kickoff, initial, mid and final planning meetings with LACDPH staff and partner agencies; develop an exercise scenario and manual; provide exercise support functions, to include exercise support, event registration, production of documents, manuals, handouts and other supporting documents; provide staff and site support on the day of the exercise, as well as one day before and after the day of the exercise; manage production of evaluator manuals, evaluator briefings, and compilation of evaluation documents and other event-critical information, under the supervision of LACDPH; conduct hot wash briefing and other follow-up meetings with exercise participants; compile comments and notes for after-action report production; and produce after-action reports, corrective plans and other CDC required exercise documents in conjunction with LACDPH staff.5. Execute and monitor a subcontract agreement for Formtran to support the POD Digital Countermeasure System. Currently, client documentation and POD tracking relies on manual data entry. If a public health emergency were to occur on a mass scale, this method would be too cumbersome to provide timely information and could possibly lead to delays in releasing life saving prophylaxis. These funds will be used for maintaining and upgrading the scan readable system; creating remote data export capability from service planning areas using GoScan; translating forms into five additional languages; creating and testing new form definitions and providing additional training.
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LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

CONTRACT BUDGET SUMMARY

CONTRACTOR / VENDOR NAME : Public Health Foundation Enterprises, Inc.

CONTRACT / PURCHASE ORDER NUMBER:

SCHEDULE / PROJECT NUMBER:

BUDGET PERIOD: August 10, 2009 to August 09, 2010

FUNDING SOURCE: CDC Cities Readiness Initiative (CRI) 09/10

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 370,843
Employee Benefits	\$ 105,690
Travel	\$ 31,500
Equipment	\$ -
Supplies	\$ 12,000
Consultant/Contractual	\$ 382,500
Other	\$ 19,104
Indirect Costs*	\$ 55,171
TOTAL	\$ 976,808

*To request funds for indirect costs, agency must have one of the following:
Federal Negotiated Indirect Cost Rate Agreement (NICRA)
Auditor Certified Indirect Cost Rate